



JIM GIBBONS
Governor

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
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Director

GREG SMITH
Purchasing Administrator

April 1, 2010

MEMORANDUM

To: All State Agencies, the Nevada System of Higher Education, the Court System, the Legislative Counsel Bureau and all Political Subdivisions within the State of Nevada

From: Greg Smith, Administrator

Subject: Statewide FedEx Cost Reduction Training

In an effort to help all users of the Western States Contracting Alliance (WSCA) small package shipping contract with FedEx, Nevada State Purchasing has scheduled special statewide FedEx training classes for all staff who ship packages or pay shipping bills. Attendees of these classes will learn ways to reduce shipping costs and improve operational efficiencies within their agencies.

A FedEx representative will be on hand to show users ways to save both time and money by using automation solutions. Among other worthwhile information, those who attend will learn about recent changes and a 6% rate reduction to the contract; how to use the FedEx website; shipping solutions to save time and reduce cost; how to create a shipping label online; and ways to streamline processes, reducing or eliminating paper.

Statewide meetings are scheduled as follows:

May 4, 2010 – 9:30-11:00 and 1:30-3:00 – Carson City, State Library and Archives, 100 N. Stewart St.
May 5, 2010 – 9:00 -10:30 – Reno, Desert Research Institute, 2215 Raggio Parkway
May 6, 2010 – 9:30-11:00 and 1:30 - 3:00 – Las Vegas, Sawyer Building, Rm. #1100 555 Washington Ave.

Please RSVP to Marcy Troescher at mtroescher@purchasing.state.nv.us or call (775) 684-0199 **before 12:00 noon on May 3, 2010** to ensure that FedEx will have enough materials for attendees. For users unable to attend a live meeting, please join us in a webinar during the afternoon of May 5, 2010. RSVP that you would like to attend the webinar and details will be emailed back to you.

For additional information regarding this contract, please visit our website at <http://purchasing.state.nv.us> or you may contact Marcy Troescher via the email or telephone number above.

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